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OFFICE OF PERSONNEL - MONTHLY REPORT

March 1965

I HIGHLIGHTS

25X9 Over [REDACTED] Join EAA In nearly complete returns from the 15-31 March member-  
25X9 ship drive, [REDACTED] Headquarters employees have paid \$11,076 to sign up for the  
25X9 Employee Activity Association. Of this total, [REDACTED] are regular members, 129  
Patrons, and 173 Sponsors. By Directorate, the membership roll looks like this:

	<u>SPONSORS</u>	<u>PATRONS</u>	<u>MEMBERS</u>	<u>TOTAL</u>
DCI	23	9	[REDACTED]	[REDACTED]
DD/S&T	25	13		
DD/I	48	27		
DD/P	26	16		
DD/S	51	64		
TOTAL	173	129		

25X9

Members Named For New CIA Retirement Board The DCI has designated 8 members - 3 from DD/P, 2 each from DD/I and DD/S, and 1 from DD/S&T - for appointment to the CIA Retirement Board that will advise and assist in administering the Agency's new Retirement Act. The Director of Personnel will serve as Chairman of the Board. While final steps are being completed to secure approval for the regulation governing the new retirement system, the Board is moving ahead with a number of tasks so that the system can be put into operation as soon as the regulation is approved.

Although the Board will not be officially appointed before the regulation is approved, members began on 11 March a series of weekly meetings to get acquainted with the principles and standards of the new retirement system, the policies and procedures under which it will operate, and the duties and responsibilities of the Board itself. At the same time, a small Retirement Staff has been established in Personnel to continue at an accelerated pace devising forms, procedures, etc. and setting up the personnel machinery that will be required in administering the system. This Staff also provides secretariat support to the CIA Retirement Board.

II OTHER ACTIVITIES

1. RECRUITING

Over 600 Apply for Summer-Only Program Well over 600 applicants met the 1 April deadline for the summer-only program and should complete qualifying tests

DOCUMENT NO.

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S C 2012

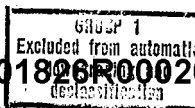
NEXT REVIEW DATE:

AUTH: HR 70-2

DATE: 12 MAR 1992

REVIEWER: 029 725

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March

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by the end of the Easter vacation period. So far, estimated requirements for summer employees total almost 300 -- somewhat more than the 200-250 estimate used in notifying external authorities of the scope of the program.

NPIC Recruitment The 3-day conference which our Eastern and Southeastern recruiters had with NPIC operating officials 22-24 March proved very worthwhile. Discussions bore out the fact that the recruiting gap that troubled us throughout the first half of FY '65 is beginning to close. However, if NPIC's forecasts of future expansion are accurate, they leave no room whatever for let-up in this area. Instead, for the foreseeable future, NPIC will continue to be a priority, year-round target.

March '65 CTP Class As the JOT Program was getting a change-of-name (to "Career Training Program"), it began on 22 March the second of its special classes held in the fall and spring each year to accommodate the enlarged membership of the new program. 32 Career Trainees formed the spring class -- 25 men (9 of them married) and 7 women. 11 are "internals", 7 are military. The youngest is 23, the oldest 30, the average age 26. Every member holds a bachelor's degree (representing 27 different schools including the University of Hawaii) and 9 hold graduate degrees, each from a different university. On graduation the trainees expect the following assignments:

DD/P - 16  
DD/I - 12  
DD/S -  $\frac{4}{32}$

## 2. RETIREE PLACEMENT

Briefings Given on New Program During March the Chief of the Recruitment and Retiree Placement Division briefed both the Ad Hoc Retiree Placement Committee and the Agency Retirement Board (for Civil Service retirees) on our new retiree placement program and discussed with them a number of proposals being considered in connection with the program.

## 3. SALARY ADMINISTRATION

GAO Okays "Saved Pay" for Wage Board Employees On 15 February the Comptroller General ruled (B-155935) that "saved rates" for Wage Schedule employees are legal even though no statute provides for such rates. GAO thus agreed with Defense (which requested the ruling) that agency heads have discretionary authority to make exceptions to prevailing wage criteria when required by public interest and a basis for the exception exists in industrial practices. In effect, the ruling extends to employees in trades, crafts, and laboring occupations the same benefit GS employees got in 1958 when the Salary Retention Act allowed them (under certain conditions) to retain their existing pay for as long as 2 years after being reduced in grade as a result of reorganization, reclassification, reduction in force, etc.

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Approved For Release 2007/03/04 : CIA-RDP80-01826R000200080001-5

The GAO ruling validates regulations that the military departments initiated as early as July 1963; but it points out some inconsistencies among the 3 services to be adjusted and states that pay retention benefits for Wage Schedule employees should conform closely to those prescribed by Congress for GS employees. The Army's regulation (which CIA follows) appears to satisfy GAO's standard. Should it be changed, however, during the forthcoming DOD review, we will of course consider corresponding changes in our own regulation.

#### 4. BENEFITS AND SERVICES

25X1A

Open Period Set for DENTIA Insurance [REDACTED] soon to be released, will announce an open period for DENTIA insurance. Headquarters personnel can enroll during the period 15 April - 31 May and field personnel 15 April - 30 June. Plans are also under way to set an open period for PAMA insurance some time this summer.

Record Number Attend Credit Union Meeting Approximately 350 Credit Union members turned out for the Annual Meeting 3 March, easily the largest number ever recorded at such a meeting.

Barbershop Doing Well Barbershop business is picking up. So too is the revenue EAA derives from this activity. Here are the figures for February and March:

	<u>GROSS INCOME</u>	<u>NUMBER OF HAIRCUTS</u>	<u>INCOME TO EAA</u>
February	\$2,375	1,357	\$154
March	<u>2,922</u>	<u>1,670</u>	<u>190</u>
TOTAL	\$5,297	3,027	\$344

Employee Emergency System Meets Severest Test Over the years CIA has developed a carefully coordinated system -- involving action elements in Personnel, Security, Central Cover, and other components -- for handling and reporting employee emergencies. This system was, no doubt, put to one of its

25X1C

#### 5. AWARDS

Security Launches Suggestion Campaign Taking a cue from Communications and Logistics, the Director of Security has launched a vigorous campaign within his Office to stimulate greater participation in the Agency's suggestions program. Details of the campaign were discussed 5 March at a special meeting of Security's Division Chiefs and other key officials.

25X1A6a [REDACTED] Forms Century Club Individuals [REDACTED] who earn suggestion awards of \$100 or more are now eligible for membership in the newly formed Century Club 25X1A6a

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which boasts the slogan "New Dimensions" and a charter membership of 12.

6. ORGANIZATIONAL CHANGE

Effective 25 March, the Personnel Recruitment Division became the Recruitment and Retiree Placement Division in recognition of its increased responsibilities. 4 elements now make up the Division: Field Recruitment Branch, Washington Recruitment Office, Retiree Placement Counseling Staff, and Employee Referral Branch. [REDACTED] continues as Chief of the Division.

25X1A9a

III SPECIAL REPORT

The Special Report is being omitted this month.

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